

# TURNKey Payroll Services, Inc.

**Yes! We are interested in a complete payroll program, including the option of paying our workers' compensation premium each pay period—with no deposit (only the state-required expense constant)!**

*Complete the following information, and we will send you a quote on the basic package (see box below):*

Business name \_\_\_\_\_  
Contact name \_\_\_\_\_  
Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_  
Average number of employees per pay period \_\_\_\_\_ Gross estimated payroll \$ \_\_\_\_\_  
Number of FEINs we are doing payroll through \_\_\_\_\_  
Pay cycle (check one):  Weekly  Biweekly  Semimonthly  Monthly  
Currently doing payroll (check one):  In house  Outsourced  
Number of payroll delivery locations \_\_\_\_\_  
Workers' compensation policy number: 196-\_\_\_\_\_, 830-\_\_\_\_\_, or 520-\_\_\_\_\_  
Workers' compensation insurance agent/agency: \_\_\_\_\_

**Please enhance our TURNKey Payroll Service package with these additional services.** *Additional services will result in additional fees. Check those that you want included in your quote:*

- Modem software communication package for payroll transmission (clients with more than 100 employees)
- Drug-Free Workplace Program Setup
- COBRA Service
- HR Services
- Employee Handbook
- State Unemployment Cost Control Program

## TURNKey Payroll Service

The basic package includes:

- Checks laser signed and sealed individually in envelopes (if desired)
- Garnishment checks (if needed)
- Electronic payment of payroll taxes (if desired)
- Filing of quarterly reports
- New Hire Report
- New Hire Set Up and Fees
- Payroll reports, including workers' comp report

**All payroll quotations will be returned directly to the client unless you indicate that the quote should be returned to the agent.**

Please return quote to agent at this fax number: \_\_\_\_\_

**Fax this completed form  
to (727) 724-8505**



**1-800-743-0022**